

JANITORIAL SERVICES CONTRACT

FAA AIR TRAFFIC CONTROL BUILDING
TECHNICAL OPERATIONS BUILDING
1540 Hangar Rd. Augusta, Ga. 30906
706-798-3367

SPECIFICATIONS

1. GENERAL INFORMATION: The buildings in which the work of this contract is to be performed, are tenanted by U.S. Government officials and employees, and are routinely visited by public and private entities who are required to conduct business with the Government. For the protection of the buildings and the equipment located within the buildings and the facilitation of the business conducted therein, first class cleaning will be required. Hasty and careless performance of the work will not be tolerated. Evidence given to such practices by dirt in corners, mop splashes on baseboards, and work that is otherwise sloppy and unsatisfactory will be called to the attention of the Contractor and he will be requested to clean up the areas in question and take steps to improve the overall result in the future. Failure by the Contractor to comply with such requests will result in either the corrective work being done by Government employees and the cost charged to the Contractor or in the termination of the contract, or both, as provided elsewhere herein.
2. STANDARD OF SERVICE: All work shall be accomplished in a first class manner in order to provide a clean, neat appearance at all times, except when the work is actually being done.
3. GOVERNMENT FURNISHED PROPERTY: No property will be furnished by the U.S. Government except water and electricity.
4. CONTRACTOR FURNISHED PROPERTY: The Contractor will be required to furnish all mechanical and electrical apparatuses and appliances, ladders, hand tools, cleaning and dusting materials, waxes, solvents, rags, steel wool, hand soap, dishwashing soap, paper towels, toilet paper, and all other supplies required, including disinfectants and deodorants. All equipment owned by the Contractor shall be properly identified.
5. SERVICE AREAS: There are two FAA buildings to be serviced by this contract; both are located on the FAA compound located at Bush Field Municipal Airport in Augusta, Ga. The FAA Air Traffic Control Tower is a 7 floor building and the Technical Operations Building is a commercial modular facility.
 - a. Cleaning shall be performed in the Air Traffic Control Tower after 5:00 pm, with Saturday being the exception, work may be completed

during daylight hours. Tower cab windows shall be washed during daylight hours only.

- b. Sunshades in the tower cab will be cleaned on Saturday only, using the following procedures:

- 1. Monthly. The bottom 12 inches of the shade is the area or part of the shade most susceptible to accumulation of smoke, dust, or other impurities and shall be dusted or cleaned once a week. The dusting or cleaning of each shade shall be accomplished on the front using a soft cloth such as chamois or diaper (or similar) cloth that has been dampened with a mild cleaning liquid such as "Product 409", "Mirror Glaze", "Windex", or any similar type plastic cleaner. When dusting, the worker should wear clean cloth gloves on both hands to prevent any smudging of the shades with finger prints. To prevent the build up of contaminants and the loss of transparency, the entire shade shall be thoroughly dusted and cleaned at least one a month.

- 2. Cleaning Procedures:

- a. Tiny Areas (less than 1 sq.ft), must be worked in a circular motion.
- b. Squirt cleaner onto the shade, rub hard with soft cloth without crinkling or denting the shade, usually by pushing it up against the windows. If the worker is unable to clean the shades in their normal position, the shades shall be removed for cleaning. Extreme caution shall be used to prevent the scratching, wrinkling, or otherwise damaging of the plastic material. If so removed, each shade shall be returned to its original position.
- c. Dry immediately with a paper towel. Some cleaners will milk up if allowed to dry on the shades.
- d. Tower cab carpet will be vacuumed with a vacuum cleaner that has a beater bar assembly.
- e. The Contractor shall arrive promptly at the prescribed time and any changes to the scheduled must be coordinated in advance. Certain times during the year special operations require deviation from the normal cleaning schedule, such as the Masters Golf Tournament, etc.

6. ROOM CLEANING:

- a. Wastebaskets: Empty all baskets and damp wipe interior and exterior as needed.
 - b. Replace plastic wastebasket liners as required.
 - c. Carpet: Shampoo carpet during the 3rd and 9th month of the contract in the Air Traffic Control Tower and Technical Operations Building
 - d. Furniture: Dust or damp wipe and vacuum upholstered chairs.
 - e. Break room/kitchen areas: This includes the cleaning of food ware appliances such as stove, refrigerators, microwave ovens, sinks, cabinets, etc. Also provide paper hand towels for these areas and service as required.
7. BUFFING: Damp mop and polish the floor to remove traffic marks and scuffs. Machine buff the tile flooring using a soft polishing brush, #00 steel wool or synthetic polishing pads. Temper the overall floor luster to uniform appearance. Do not apply wax over soil, smudges or stains.
8. WAXING: Strip and re-wax all floors during the 6th month of the contract.
9. TOILET CLEANING AND SERVICING: Includes all the cleaning work inside bath rooms which can be reached while standing on the floor. This includes: cleaning tile walls, mirrors dispensers, stall partitions, doors, wash basins, water closets and urinals, polishing metal work and sweeping, mopping and scrubbing the floor. Emptying waste receptacles; servicing soap dispensers and dusting.
- a. Contractor shall furnish room deodorizer (wall type) for all restrooms.
 - b. Ceramic tile floor covering: Mop with a solution of warm water, synthetic detergent, disinfectant and deodorant. Do not use any product that would damage the tiles.
10. CONCRETE FLOORS: Sweep floor using a sweeping compound, mop with detergent and water.
11. STAIRWAY CLEANING: Includes all cleaning inside the confines of the stairwell that can be reached from the normal walking surfaces.
11. PAPER AND TRASH COLLECTION: Includes picking up all material and transporting it to the disposal unit or dumpster.

FACILITIES IDENTIFICATION AND LOCATION

Location: Air Traffic Control Building

1 st Floor	Floor Type	Sq. Ft of Floor
Room 104 Pump Rm	Vinyl tile	125
Room 105 Mech Rm.	Concrete	144
Room 107 Tech Ops	Carpet	280
Entry	Vinyl Tile	92
Stairway	Concrete	90
Elevator	Vinyl Tile	35
2 nd Floor		
Room 206 ATCT Mgr.	Carpet	182
Room 207 Training	Carpet	182
Room 205 Secretary	Carpet	
Hallway	Vinyl tile	57
Room 208 Men's Rm	Ceramic Tile	40
Stairway	Vinyl tile, concrete	90
3 rd Floor		
Room 305 Conf. Rm.	Vinyl Tile	659
Room 306 Women's Rm.	Ceramic Tile	40
Hallway	Vinyl Tile	57
Stairway	Concrete	90
4 th Floor		
Room 404 Equip. Rm.	Vinyl Tile	731
Lavatory	Ceramic Tile	41
Janitor	Vinyl Tile	18
Hallway	Vinyl Tile	57
Stairway	Concrete	90
5 th Floor		
Room 504 Lockers	Vinyl tile	150
Room 505 Tracon	Carpet	569
Room 506 Men's Rm.	Ceramic Tile	40
Hallway	Vinyl Tile	57
Stairway	Concrete	90
6 th Floor		
Room 606A Break/Kitchen	Vinyl Tile	65

Room 606B Training	Vinyl tile	193
Room 605 Cab Stairway	Concrete	22
Room 607 QATS	Vinyl Tile	150
Room 608 Men's Rm.	Ceramic Tile	40
Hallway	Vinyl Tile	57
Stairway	Concrete	90
7 th Floor CAB		
Room 701	Carpet	199

Location: Technical Operations Building

Work Area	Vinyl Tile	800
Kitchen	Vinyl Tile	178
Break Rm/Conference /TV Area	Carpet	320
Bath Rooms / Showers 2 each	Vinyl tile	180

AUGUSTA, GEORGIA

FREQUENCY SCHEDULE

[illegible]

AUGUSTA, GEORGIA
FREQUENCY SCHEDULE

FACILITY SPACES		ATC Building 1 st Floor	
COORDOR	--	Vacuum Carpet	
	--	Shampoo Carpet	
STAIRWELL	2W	Vacuum/Sweep Tile Floor	
	--	Mop Floor	
RM 104-Pump Room	M	Mop/Buf Tile Floor	
	SA	Mop/Wax/Buf Tile Floor	
RM 105-Mech. Room	A	Mop/Strip/Wax/Buf Tile Floor	
	--	Clean Plumbing Fixtures and Mirrors	
RM 106	--	Collect Paper and Trash	
	M	Spot Clean Walls/Partitions	
RM 107-Tech Ops	--	Clean Furniture	
	--	Replenish Soap and Paper	
ELEVATOR CAB	A	Clean Light Fixtures and Spot Clean Walls & Ceiling	
	M	Dust	
	--	Wash Windows (Inside)	
	--	Wash Windows (Outside)	
	--	Clean Sunshades	
	--	Clean Venetian Blinds and/or Drapes	
	BW	Clean Glass Walls	
	W	Clean Glass Door	
	BW	Clean Bright Metal	
	--	Police	
	--	Vacuum Wall Carpet and Plenums	

AUGUSTA, GEORGIA
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FACILITY SPACES				
ATC Building 4th Floor				
COORDOR	--	Vacuum Carpet		
	--	Shampoo Carpet		
	2W	Vacuum/Sweep Tile Floor		
	--	Mop Floor		
	M	Mop/Buf Tile Floor		
	SA	Mop/WaX/Buf Tile Floor		
	A	Mop/Strip/Wax/Buf Tile Floor		
	--	Clean Plumbing Fixtures and Mirrors		
	--	Collect Paper and Trash		
	M	Spot Clean Walls/Partitions		
	--	Clean Furniture		
	--	Replenish Soap and Paper		
	A	Clean Light Fixtures and Spot Clean Walls & Ceiling		
	M	Dust		
STAIRWELL	--	Wash Windows (Inside)		
	--	Wash Windows (Outside)		
	BM	Clean Sunshades		
	A	Clean Venetian Blinds and/or Drapes		
	--	Clean Glass Walls		
	--	Clean Glass Door		
	--	Clean Bright Metal		
	--	Police		
	--	Vacuum Wall Carpet and Plenums		
	RM 404-Tech Ops	--		
		--		
		2W		
	RM 405-Bathroom	--		
		--		
D4				
RM 406-Janitorial	--			
	--			
	2W			

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FACILITY SPACES		ATC Building 6th Floor	
COORIDOR	--	Vacuum Carpet	--
	--	Shampoo Carpet	--
	2W	Vacuum/Sweep Tile Floor	2W
	--	Mop Floor	--
	M	Mop/BufF Tile Floor	M
	SA	Mop/WaX/BufF Tile Floor	SA
	A	Mop/Strip/Wax/BufF Tile Floor	A
	--	Clean Plumbing Fixtures and Mirrors	--
	--	Collect Paper and Trash	--
	M	Spot Clean Walls/Partitions	M
	--	Clean Furniture	--
	--	Replenish Soap and Paper	--
	A	Clean Light Fixtures and Spot Clean Walls & Ceiling	A
	M	Dust	M
	--	Wash Windows (Inside)	--
	--	Wash Windows (Outside)	--
--	Clean Sunshades	--	
--	Clean Venetian Blinds and/or Drapes	--	
--	Clean Glass Walls	--	
--	Clean Glass Door	--	
--	Clean Bright Metal	--	
--	Police	--	
--	Vacuum Wall Carpet and Plenums	--	
STAIRWELL	--	BM	Q
	--	--	--
	--	--	--
	--	--	--
RM 604-Storage	--	2W	M
	--	--	--
	--	SA	SA
	--	2W	M
RM 606-Kitchen	--	D4	M
	--	--	--
	--	SA	A
	--	D4	D4
RM 607-QATS	--	D4	D4
	--	--	--
	--	SA	A
	--	D4	D4
RM 608-Bathroom	--	D4	D4
	--	--	--
	--	SA	A
	--	D4	D4

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FREQUENCY SCHEDULE

FACILITY SPACES ATC Building 6th Floor					
		Vacuum Carpet	--	CAB	D4
		Shampoo Carpet	--		SA
		Vacuum/Sweep Tile Floor	BM		--
		Mop Floor	Q		--
		Mop/Buff Tile Floor	--		--
		Mop/WaX/Buff Tile Floor	--		--
		Mop/Strip/Wax/Buff Tile Floor	--		--
		Clean Plumbing Fixtures and Mirrors	--		--
		Collect Paper and Trash	--		D4
		Spot Clean Walls/Partitions	Q		M
		Clean Furniture	--		M
		Replenish Soap and Paper	--		--
		Clean Light Fixtures and Spot Clean Walls & Ceiling	A		A
		Dust	BM		W
		Wash Windows (Inside)	--		M
		Wash Windows (Outside)	--		M
		Clean Sunshades	--		M
		Clean Venetian Blinds and/or Drapes	--		--
		Clean Glass Walls	--		--
		Clean Glass Door	--		--
		Clean Bright Metal	--		--
		Police	--		--
		Vacuum Wall Carpet and Plenums	--		Q

Definitions of Abbreviations for performance requirements

W	-	Weekly
BM	-	Twice Monthly
M	-	Monthly
Q	-	Quarterly
SA	-	Semi-Annually
A	-	Annually
2W	-	Twice Weekly
3W	-	Daily, 3 days per week
D4	-	Daily, 4 days per week
W/M	-	(Monday, Wednesday, Friday, Saturday) Weekly and Monthly requirement (ATCT Cab only)
B/W	-	Every two week